

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
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2017 OCT 31 PM 3:24

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building**.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Partnership for a Secure America

Private Sponsor(s) (list all): _____

Travel date(s): October 21-22, 2017

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$35	\$90	\$77	\$171.64
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Attached.

10/30/17 Annie Humphrey Annie Humphrey
(Date) (Printed name of traveler) (Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

10/31/17 John Boyman
(Date) (Signature of Supervising Senator/Officer)

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6).:

Throughout the Congressional Partnership 2017 Program Retreat, the program offered many key speakers. Our first set of speakers were Luke Murry, who is National Security Advisor for the U.S. House Majority Leader Kevin McCarthy, and Michael Kuiken, who is National Security Advisor for U.S. Senate Minority Leader Chuck Shumer. Both speakers spoke in depth about the legislation “Countering America’s Adversaries Through Sanctions Act.” They both spoke about the bipartisanship taken during this bipartisan legislation, which gives the administration a powerful tool for deterring threats from North Korea as well as Iran and Russia. Kuiken and Murry were candid and explained the process and method that took place in order to make this bipartisan deal and how it was effective.

Our second speaker was Michael Morell, Former Deputy Director of the CIA. Mr. Morell spoke about the different challenges the United States is facing today. He mentioned the intensified actions with North Korea as being our number one challenge we currently face. Terrorism is second and cybersecurity is third. He emphasized how cybersecurity is going to be a continued challenge for our country in the upcoming years. Mr. Morell also answered many of our questions about how hill staffers can better help the intelligence community, his thoughts on the release of the JFK documents, and ways Capitol Hill staffers can keep up with the changes in our world while maintaining a strong national security.

On October 22, 2017, our third speaker was Mr. Robert Sheldon, Director for Policy – Emerging Threats at the Business Executives for National Security. During this event, the participants in the program participated in a National Security Council Simulation. This simulation was a National Security Council “Deputies Committee.” Each participant had a role in the meeting. I was the Deputy Secretary of State. We had a dispute with Taiwan, Philippines and China over the South China Sea. During the meeting, we had to all communicate with others on the Deputies Committee board (such as Secretary of Treasury, Secretary of Energy, DoD, Intel Officers, etc.). At the end of it, Mr. Sheldon spoke to us and let us know how we did, what we could do better, and how important effective communication is during negotiations.

Our second speaker during that day was former Ambassador to the Organization of American States, Roger Noriega. During this session, Mr. Noriega spoke specifically about Venezuela and U.S. Policy options. At first, he gave a background about Venezuela and human rights issues that the country faced every day. He spoke about how it is important to fix these corrupt practices and how the United States can help.

Our third speaker during that day was former Ambassador to Yemen, Barbara Bodine. During this session, Ms. Bodine gave a brief background about Yemen and the Arabian Peninsula. She spoke about the many struggles the country faces in the Middle East and the many struggles that the country continues to face. With the change of presidents throughout the years, this has caused much tension and division within the country with ongoing conflict. Ms. Bodine mentioned how the United States can support Yemen with her experience as being Ambassador to the country.

Annie Humphrey
Senator John Boozman (R-AR)
Legislative Correspondent

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Annie Humphrey

Name of Traveler: _____

U.S. Senator John Boozman

Employing Office/Committee: _____

Partnership for a Secure America

Private Sponsor(s) (list all): _____

October 21-22, 2017

Travel date(s): _____

Note: If you plan to extend the trip for any reason you must notify the Committee.

Arlie Conference Center, Warrenton, VA

Destination(s): _____

Explain how this trip is specifically connected to the traveler's official or representational duties:

As the Senator's foreign policy correspondent, this retreat to Warrenton, VA, will help me develop skills and relationships required to advance bipartisanship on both national security and foreign policy issues. Policy seminars and dialogues with key foreign policy experts will take place during this retreat and will help shape my knowledge on global challenges and U.S. national interests to relay back to the Senator.

N/A

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

9/18/17

(Date)

Annie Humphrey

(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

Senator John Boozman

Annie Humphrey

(Print Senator's/Officer's Name) _____ hereby authorize _____

(Print Traveler's Name)

I can employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☒ N/A

9/18/17

(Date)

John Boozman

(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors):
Partnership for a Secure America
2. Description of the trip: Congressional staff weekend of foreign policy and national security lectures.
3. Dates of travel: October 21-22, 2017
4. Place of travel: Airlie Conference Center, Warrenton, VA
5. Name and title of Senate invitees: See Attached List
6. I *certify* that the trip fits one of the following categories:
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
OR
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
AND
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
AND
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

OR

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

OR

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Partnership for a Secure America (PSA) is solely responsible for the planning and for conducting this trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

PSA's mission is to promote bipartisanship in national security and foreign policy. This trip will bring together staff from both parties to build cross-party relationships and discuss diverse perspectives on pressing issues in the national security and foreign policy arena.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

This will be the seventeenth such trip of this nature.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

In addition to this congressional staff program, PSA releases high-level bipartisan policy statements on a range of foreign policy topics. These statements are generally available to the public.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$35 (Coach Bus)	\$90 (For One Night)	\$77 (for 2 days)	\$191 conference services (over 2 days). This includes cost of breakout room, A/V equipment, and incident snacks/refreshments.

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip was organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

It is close to Washington, DC, but also provides a remote setting that will encourage participants to step outside their daily roles as Senate staff.

19. Name and location of hotel or other lodging facility:

Airlie Conference Center, 6809 Airlie Road, Warrenton, VA 20187

20. Reason(s) for selecting hotel or other lodging facility:

It provides all necessary accommodations in one location that is close to Washington, DC for a one night trip. The lodging and conference location is all the same.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Meals and lodging are below the per diem rate.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Participants will be transported by a coach class bus.

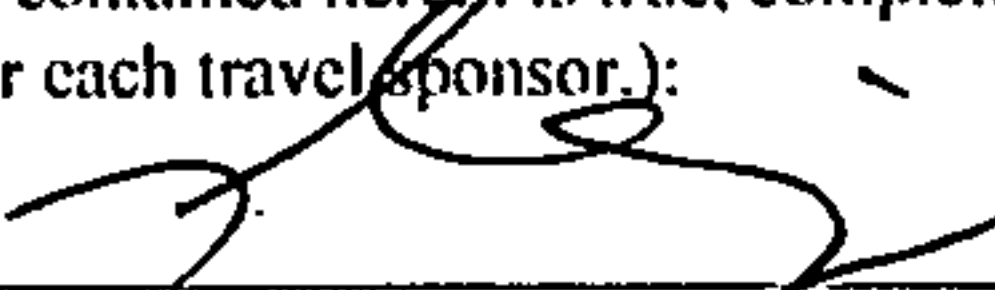
23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:



Name and Title: Nathan Sermonis, Executive Director

Name of Organization: Partnership for a Secure America

Address: 1629 K Street NW, Suite 450, Washington, DC 20006

Telephone Number: (202) 293-8580

Fax Number: N/A

E-mail Address: sermonis@psaonline.org



PARTNERSHIP FOR
A SECURE AMERICA

Congressional Partnership Program Retreat Fall 2017

Saturday, October 21st

1:30 pm	Depart from Union Station, Washington, DC
3:00 – 4:00 pm	Arrive at Airlie Conference Center & Check-in
4:00 – 5:00 pm	Material Review and Preparation
5:00 – 5:30 pm	Opening Remarks and Review of Agenda: Nathan Sermonis, PSA
5:30 – 7:00 pm	Airlie House – Meadow Room Guest Speakers: Luke Murry, National Security Advisor for House Majority Leader, Rep. Kevin McCarthy & Michael Kuiken, National Security Advisor for Senate Minority Leader, Sen. Chuck Schumer Topic: Bipartisan Panel – Mechanics of a Bipartisan Deal - Countering America's Adversaries Through Sanctions Act
7:00 – 7:30 pm	Federal Room Pre-Dinner Reception Informal conversations with guest speakers
7:30 – 9:00 pm	Federal Room Keynote Dinner Guest Speaker: Michael Morell, Former Deputy Director of the CIA Topic: Global Challenges for Today and Tomorrow
9:00 – 10:00 pm	Federal Room After-Dinner Reception Informal conversations with guest speakers



8:00 – 9:00 am

9:00 – 12:00 pm

Airlie House – Meadow Room

National Security Advisor: Mr. Robert Sheldon,
Director for Policy – Emerging Threats at the
Business Executives for National Security

9:00 – 10:30 am

Airlie – Audubon Room

Guest Speaker: Ambassador Roger Noriega, former Assistant Secretary of State for Western Hemisphere Affairs and former U.S. Ambassador to the Organization of American States

10:30 – 12:00 pm

Airlie – Audubon Room

Guest Speaker: Ambassador Barbara Bodine,
former U.S. Ambassador to Yemen

12:00 – 1:00 pm

Airlie House – Dining Room

1:00 – 2:00 pm

Informal conversations with guest speakers

2:00 – 5:00 pm

Group B

Airlie House – Meadow Room



National Security Council Simulation

2:00 – 3:30 pm

Airlie – Audubon Room

Topic: Venezuela and U.S. Policy Options

3:30 – 5:00 pm

Airlie – Audubon Room

Topic: Yemen and the Arabian Peninsula

5:00 – 5:30 pm

Airlie House – Meadow Room

Wrap-up and Departure from Airlie



All invited congressional staff members handle foreign policy and national security topics in their professional office capacity.

Sen. Joe Manchin
(D-WV)

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2. Description of the trip: Congressional staff weekend of foreign policy and national security lectures.
3. Dates of travel: October 21-22, 2017
4. Place of travel: Airlie Conference Center, Warrenton, VA
5. Name and title of Senate invitees: See Attached List
6. I certify that the trip fits one of the following categories:
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
- OR -
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- AND -
☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
- AND -
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. USE ONLY IF YOU CHECKED QUESTION 6(B)

I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

- OR -

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

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If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Partnership for a Secure America (PSA) is solely responsible for the planning and details of this trip.

- 13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:**

PSA's mission is to promote bipartisanship in national security and foreign policy. This trip will bring together staff from both parties to build cross-party relationships and discuss diverse perspectives on pressing issues in the national security and foreign policy arena.

Briefly describe each sponsor's prior history of sponsoring congressional trips:

- 14. Briefly describe each sponsor's prior history of sponsoring congressional trips:**

This will be the seventeenth such trip of this nature.

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12

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

In addition to this congressional staff program, PSA releases high-level bipartisan policy statements on a range of foreign policy topics.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$35	\$90	\$77 (over 2 days)	\$191 conference services (over 2 days)

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip was organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

It is close to Washington, DC, but also provides a remote setting that will encourage participants to step outside their daily roles as Senate staff.

19. Name and location of hotel or other lodging facility:

Airlie Conference Center, 6809 Airlie Road, Warrenton, VA 20187

20. Reason(s) for selecting hotel or other lodging facility:

It provides all necessary accommodations in one location that is close to Washington, DC for a one night trip.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Meals and lodging are below per diem for a two day trip to Warrenton.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Participants will be transported by a coach class bus.

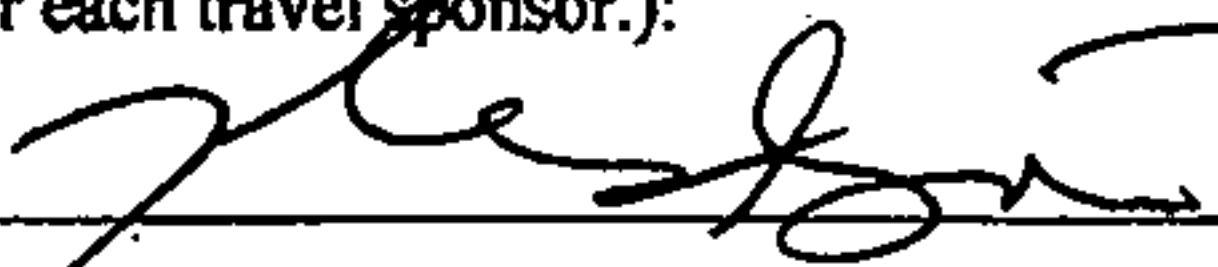
23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:



Name and Title: Nathan Sermonis, Executive Director

Name of Organization: Partnership for a Secure America

Address: 1629 K Street NW, Suite 450, Washington, DC 20006

Telephone Number: (202) 293-8580

Fax Number: N/A

E-mail Address: sermonis@psaonline.org



Saturday, October 21st

1:30 pm	Depart from Union Station, Washington, DC
3:00 – 4:00 pm	Arrive at Airlie Conference Center & Check-in
4:00 – 5:00 pm	Material Review and Preparation
5:00 – 5:30 pm	Opening Remarks and Review of Agenda: Nathan Sermonis, PSA
5:30 – 7:00 pm	Airlie House – Meadow Room Guest Speakers: To be Determined Topic: Bipartisan Panel on Russia Sanctions Legislation
7:00 – 7:30 pm	East Room Pre-Dinner Reception Informal conversations with guest speakers
7:30 – 9:00 pm	East Room Keynote Dinner Guest Speaker: John McLaughlin, former Deputy Director of the CIA (INVITED) Topic: Global Challenges for Today and Tomorrow
9:00 – 10:00 pm	East Room After-Dinner Reception Informal conversations with guest speakers





Sunday, October 22nd

Airlie House – Dining Room

Breakfast

**National Security Advisor: Mr. Robert Sheldon,
Director for Policy – Emerging Threats at the
Business Executives for National Security
(INVITED)**

Topic: US Arctic Policy

Topic: India and the Region

Airlie House – Dining Room Lunch

Informal conversations with guest speakers

National Security Council Simulation

National Security Advisor: Mr. Robert Sheldon,
Director for Policy – Emerging Threats at the

SECRET



**Business Executives for National Security
(INVITED)**

Group A
Airlie House – Studio
Guest Speaker: Admiral Robert Papp, former
Commandant of the U.S. Coast Guard
(INVITED)
Topic: US Arctic Policy

Group A
Airlie House – Studio
Guest Speaker: To be Determined
Topic: India and the Region

Airlie House – Meadow Room

Wrap-up and Departure from Airlie

SECRET



All invited congressional staff members handle foreign policy and national security topics in their professional office capacity.

Allison Lazarus
Senate Committee on Armed Services

SECRET

Subject: Invitation for PSA's Fall 2017 Congressional Partnership Program
Date: Thursday, September 7, 2017 at 12:50:39 PM Eastern Daylight Time
From: PSA Congressional Program
To: Humphrey, Annie (Boozman)

Dear Annie,

It is our pleasure to inform you that you have been accepted to join the Fall 2017 schedule of Partnership for a Secure America's Congressional Partnership Program (CPP). The session will begin on **Monday, September 18, 2017** with an orientation at a Capitol Hill location TBD from 7:00 to 8:30 pm.

Please review the following events schedule and let us know if you have any conflicts. In order to fully benefit from the program, it is important that you participate in the majority of the activities - especially the weekend retreat at the Airlie Conference Center October 21-22.

Note that you will have to submit ethics forms to attend the retreat. Please confirm with your office to ensure this is acceptable under your travel policy. If it is not, please let me know.

- SEPTEMBER 18 - Begin Program with Orientation
- *SEPTEMBER 21 COB - Ethics Forms DUE for retreat*
- OCTOBER 2 - Strategic Communications/Negotiation Evening Session (only required to attend one)
- OCTOBER 3 - Strategic Communications/Negotiation Evening Session (only required to attend one)
- OCTOBER 21 - 22 - Weekend Retreat at Airlie Conference Center in Warrenton, VA
- NOVEMBER 13 - DC Dinner 1
- NOVEMBER 28 - DC Dinner 2
- DECEMBER 11 - Final DC Dinner

Please reply back to this email to confirm your participation. If you have any questions, email us at cpp@psaonline.org or call [202-293-8580](tel:202-293-8580).

Congratulations! We look forward to your participation in PSA's Congressional Partnership Program.

Very best,
Jessica Harrington

United States Senate

SELECT COMMITTEE ON ETHICS

October 13, 2017

Annie Humphrey
Office of Senator John Boozman
United States Senate
Washington, DC 20510

Dear Ms. Humphrey:

This responds to your recent correspondence concerning an invitation you received to travel to the *Congressional Partnership Program*, fall 2017 session, in Warrenton, Virginia, on October 21-22, 2017, sponsored by the Partnership for a Secure America (PSA). PSA certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*¹ related to the travel and that it is neither a lobbyist, nor lobbying firm, nor an agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. PSA has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist will accompany you at *any point throughout your trip*.²

Based on information and materials available to the Committee, and assuming the **actual** travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip **may be accepted** under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, PSA is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of*

¹ The term “necessary expenses” has a specific definition. See *Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

² The term “any point throughout your trip” has a specific definition. *See id.* at 2.

SECRET

